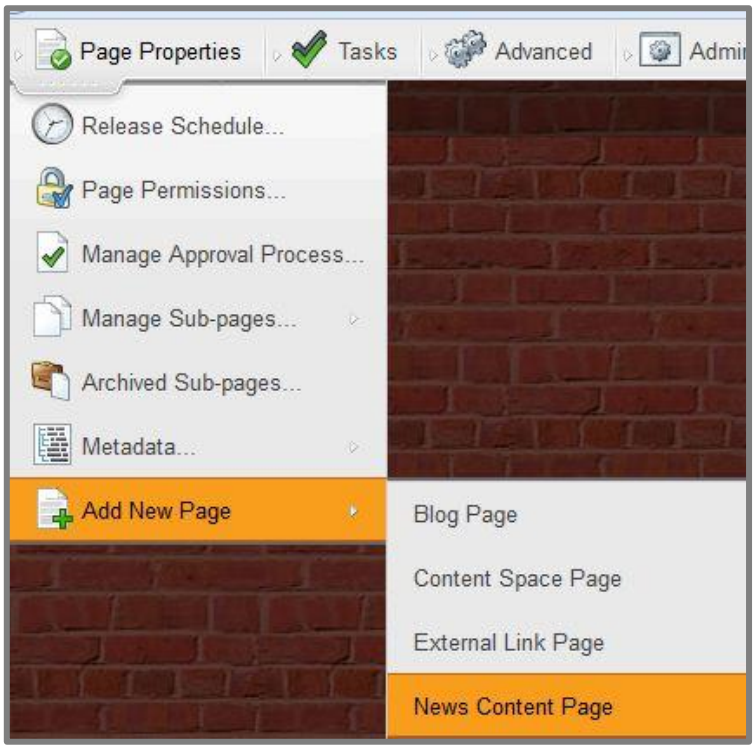
6. How to Add a News Content Page

In order to add a **News Content Page**, navigate to the **News Section Page** you would like the news to be published under.

Step 1. Go to **Page Properties** in the **Administrative Tool Bar**, scroll to **Add New Page** and then click **News Content Page**.



Pitfall: Make sure that you add a **News Content Page** and not the similarly named **Content Space Page**. Only the **News Content Page** is designed to accommodate news stories.

Step 2. Enter a name into the **Title** field. This title will appear in the dropdown menu from the **Administrative Tool Bar.** The **Name** field will automatically populate as a user-friendly URL based on what is entered in the **Title** field.

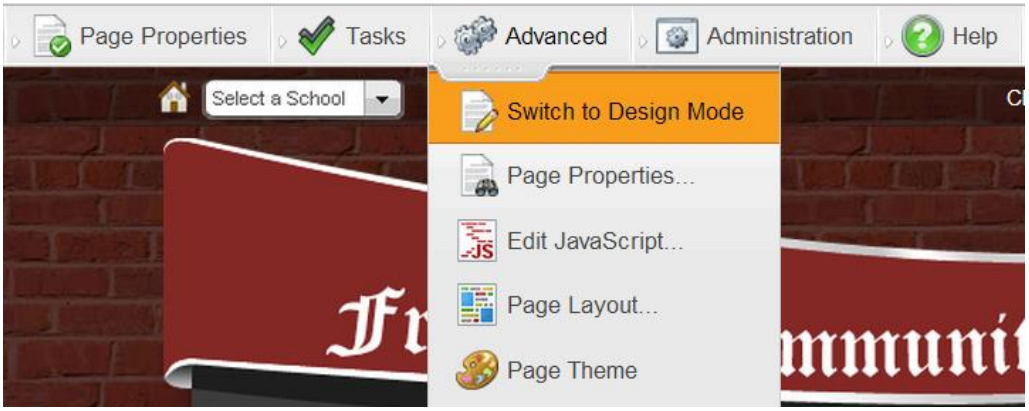
Step 3. The **Page Owner** field automatically populates with the creator of the page.

Step 4. Click **Select Icon** to select an icon and click **Submit** when you have finished.

Step 5. Click **Create Page** to publish the page.

I. Add Content to a News Content Page

Step 1. The following screen is your blank **News Page**. To add content, go to **Advanced** on the **Administrative Tool Bar** and click **Switch to Design Mode**.



Step 2. The **Advanced Data Summary Portlet** (as seen in **Error! Reference source not found.**) will appear. This portlet displays summarized page data. On this page, click **Edit** in the content area.

Step 3. Include information about your news in the following window. The fields of information available to users include:

i. **Title:** Name the announcement here.

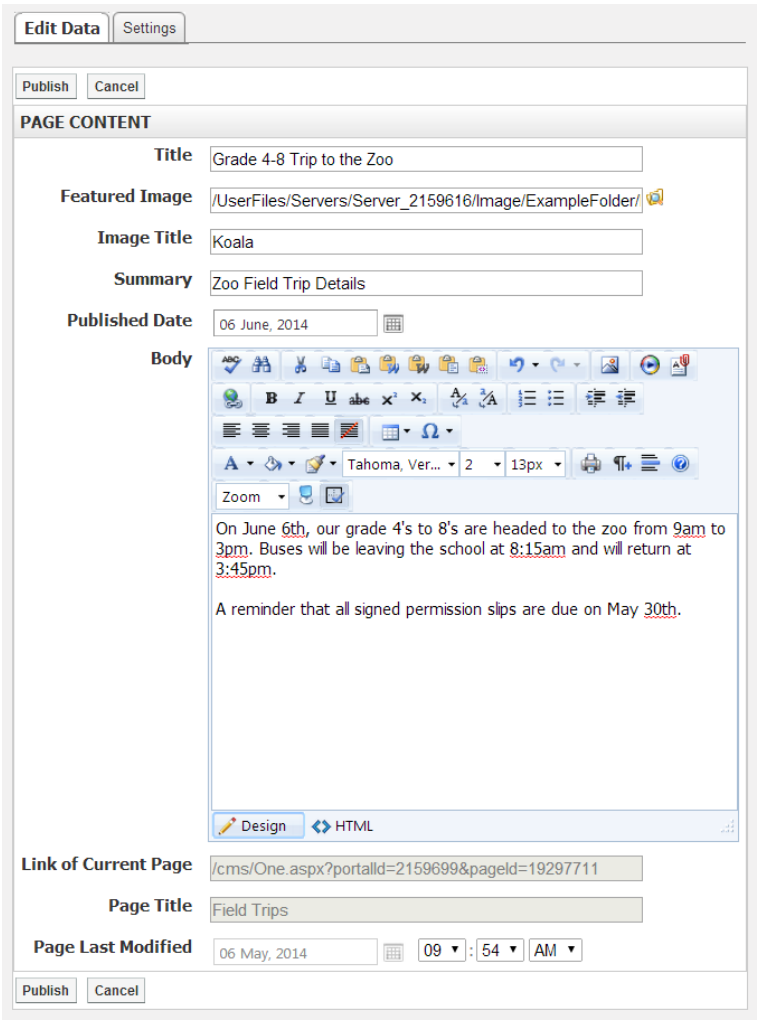
ii. **Featured Image:** Upload an image to be associated with the news item. This image will be displayed in the news area on the teacher homepage and the Announcements page.

iii. **Image Title:** Give a title to the uploaded image.

iv. **Summary:** Include a short description of the news that will be seen on **New Section** pages and any other **Advanced Data Summary** portlet that is pointed at your news story.

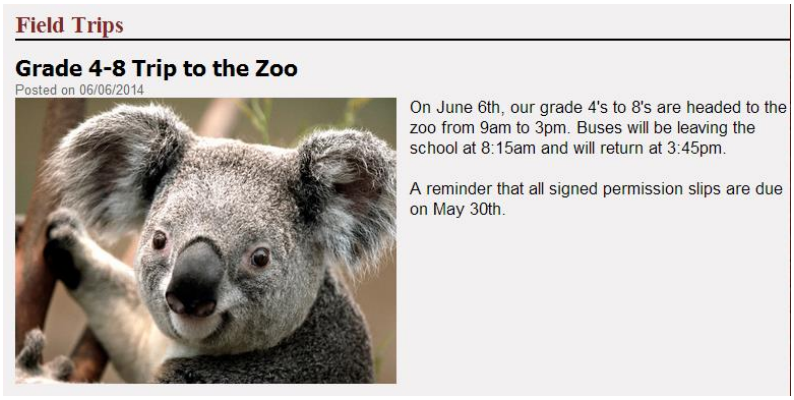
v. **Published Date:** Choose the date on which this news is being published.

vi. **Body:** Include the information for your news article here.



Step 4. After the news has been added, there are 2 options available:

i. **Publish:** The page will be published and go live.
ii. **Cancel:** The page will be discarded.


Field Trips
Grade 4-8 Trip to the Zoo
Posted on 06/06/2014
On June 6th, our grade 4's to 8's are headed to the zoo from 9am to 3pm. Buses will be leaving the school at 8:15am and will return at 3:45pm.
A reminder that all signed permission slips are due on May 30th.